

Phase 1 Local Health Department Smallpox Vaccination Guidelines

General Information

Employee Pre-screening / Informed Consent:

Each local health department will be asked to assure that employees understand the risks and benefits to vaccination. This will include provision of adequate information regarding contraindications to the vaccination. Educational materials regarding contraindications, risks and benefits of vaccination will be provided by KDHE using primarily Centers for Disease Control materials. These materials are expected to be mailed overnight on January 29, 2003. In addition to the pre-vaccination education and screening for contraindications, vaccinees will be asked to complete a medical history form on the day of the vaccination clinic and to sign an informed consent form after viewing a video presentation. If you have questions regarding medical pre-screening, please contact Tom Clements, MD, MPH, Senior Medical Epidemiologist, at (785) 296-6215 or by e-mail at tclements@kdhe.state.ks.us.

KDHE will be conducting training regarding employee education, informed consent, post-vaccination follow-up, and adverse reaction reporting. This training will use a train-the-trainer format, however, health departments may bring other staff members to the meetings. It is recommended that any staff involved with the smallpox vaccination process, such as nurses and physicians who will perform medical pre-screening and follow up activities, attend one of the training sessions. In addition, all potential vaccine recipients identified in the health department are being offered the opportunity to attend. Staff may join any of the training locations listed below. The training will be conducted in the following cities according to this schedule:

Topeka on Feb. 10, 2003
Parsons on Feb. 11, 2003
Kansas City Kansas on Feb. 12, 2003
Wichita on Feb. 14, 2003
Garden City on Feb. 18, 2003
Great Bend on Feb. 19, 2003

Details regarding the specific location and times (a 10 am – 3 pm format is likely) of the training will be provided in the future to the identified smallpox contact for your agency. If you have questions regarding the training to be conducted, or the packet of materials received, please contact Terri Ploger-McCool at tplogerm@kdhe.state.ks.us or (785)291-3796.

Vaccination Scheduling:

Health departments that choose to participate in phase one should fill out the LHD-1 form included at the end of this document. It will contain a list of volunteer employees who meet the qualifications for vaccination. Send this form to Susan Morris by e-mail at samorris@kdhe.state.ks.us or fax at (785)296-1231 no later than 2/21/03.

Clinics will be conducted in eight locations around the state. Each clinic will be open for at least five hours during the day, and the cycle of clinics will be repeated once. Specific appointment times for each person will not be scheduled. This will allow the health departments to make arrangements so that travel and time away from work expenses can be reduced. When assigning employees for vaccination, health departments are encouraged to balance the number of employees who have never received the smallpox vaccination between clinics in order to minimize the number of potential lost days from work. (Previously vaccinated employees are expected to have less severe side effects than previously unvaccinated individuals.) Health Departments can send their staff to the clinic of their choice. They should indicate which clinic they will be attending by writing the date in the appropriate column on the LHD-1 form.

Potential vaccinees should be reminded to bring a government-issued photo ID to the clinic. Only those individuals on the list for vaccination will be admitted to the clinic site; children or other visitors will not be allowed in the building. Staff should dress in a way that facilitates access to the arm where they will receive the vaccine.

If you have questions regarding compilation of the lists of employees for vaccination or vaccination scheduling, please contact Susan Morris at (785)296-5201, or by e-mail at samorris@kdhe.state.ks.us

Post-vaccination Follow-up:

Once the KDHE vaccination team leaves the facility, the responsibility for follow-up care and adverse event reporting will become the responsibility of the health department. Follow-up care includes inspection of the vaccination site each day of work to assure that the site is appropriately covered with a gauze covered by a semi-permeable dressing, and dressing changes as needed for excessive drainage.

On the 7th day after vaccination, the site should be inspected for a “take” response. That response must be recorded and subsequently entered via World Wide Web interface into the KDHE smallpox vaccination system. Site monitoring should continue until the scab completely separates from the wound site (usually about 21 days). At the time of site inspections, strict hand-washing procedures should be reinforced.

At day 7, 14, and 21 the vaccinee will also receive a self-administered questionnaire about vaccine side effects. The staff person doing the site inspection will collect the questionnaires and forward them to KDHE using procedures that will be described at a later date. It is anticipated that each questionnaire will take about two minutes to complete.

Criteria and formats for reporting adverse events will be sent to facilities in advance of the vaccination clinics. Training for follow-up site care and adverse events will also be covered in the training sessions conducted prior to the clinics (see schedule above). KDHE understands that each health department is unique in its approach to employee health, and is requesting that your facility provide a single point of contact regarding follow-up although the actual follow-up may be done by a variety of personnel. This contact individual will be responsible for recording “takes” and adverse events in the data management system via the World Wide Web. Everyone involved in direct clinical

examination of vaccine recipients, including daily site inspections or adverse events diagnosis, must be vaccinated.

If you have questions regarding follow-up monitoring or adverse event reporting please contact Tom Clements, MD, MPH, at (785)296-6215 or tclements@kdhe.state.ks.us.

Severe Adverse Reactions:

If adverse reactions are discovered during the inspection of vaccination sites or otherwise reported by the vaccinated employee, the health department should contact the Epidemiology hotline and report the adverse event. Although others may also phone the hotline as needed, KDHE is requesting that a physician be designated as the single point of contact with KDHE regarding severe adverse reactions. The local health department should identify the physician on the LHD-1 form and submit to KDHE.

KDHE Contact List:

Issue	Contact Person	Phone	E-mail
Clinic staffing and logistics	Sandy Johnson	785-291-3065	Sjohnso1@kdhe.state.ks.us
Vaccinee Lists	Susan Morris	785-296-5201	samorris@kdhe.state.ks.us
Training	Terri Ploger-McCool	785-291-3796	tplogerm@kdhe.state.ks.us
Medical Screening & Adverse Events	Tom Clements	785-296-6215	tclements@kdhe.state.ks.us
KDHE Epidemiology Hotline		1-877-427-7317	

Smallpox Vaccination Clinic Schedule

Date	Clinic Location	City	Clinic Hours
2/25/03	US Army Reserve Center, 500 SW 42nd St	Topeka	12:00 pm - 5:00 pm
2/26/03	US Army Reserve Center 500 SW 42nd St	Topeka	8:00 am - 1:00 pm
2/27/03	US Army Reserve Center 2700 Southern Blvd	Parsons	11:00 am - 4:00 pm
2/28/03	TBA	Kansas City	10:00 am - 3:00 pm
3/4/03	TBA	Wichita	9:00 am - 4:00 pm
3/5/03	TBA	Wichita	8:30 am - 3:00 pm
3/6/03	TBA	Overland Park	10:00 am - 3:00 pm
3/11/03	TBA	Garden City	9:00 am - 4:00 pm
3/12/03	TBA	Great Bend	9:00 am - 2:00 pm
3/13/03	TBA	McPherson	10:00 am - 3:00 pm
3/18/03	US Army Reserve Center 500 SW 42nd St	Topeka	12:00 pm - 5:00 pm
3/19/03	US Army Reserve Center 500 SW 42nd St	Topeka	8:00 am - 1:00 pm

3/20/03	US Army Reserve Center 2700 Southern Blvd	Parsons	11:00 am - 4:00 pm
3/21/03	TBA	Kansas City	10:00 am - 3:00 pm
3/25/03	TBA	Wichita	9:00 am - 4:00 pm
3/26/03	TBA	Wichita	8:30 am - 3:00 pm
3/27/03	TBA	Overland Park	10:00 am - 3:00 pm
4/1/03	TBA	Garden City	9:00 am - 4:00 pm
4/2/03	TBA	Great Bend	9:00 am - 2:00 pm
4/3/03	TBA	McPherson	10:00 am - 3:00 pm

Pre-Event Smallpox Vaccination Clinic Staffing

KDHE intends to fully utilize the limited staff that we have available to work in the vaccination clinics for Phase I of the smallpox vaccination program. As we developed our pre-event plan to submit to the CDC, we realized that the Phase I operations would require more staffing than what KDHE could easily accommodate and that Phase I would be an ideal time to provide training to Local Health Departments for the Phase II operations. While it is not clear what will be expected in Phase II, we can assume that a greater burden will be placed on the local health departments due to the volume of potential vaccinees. While KDHE will remain responsible for the clinics in Phase I, we wish to encourage local health departments to take advantage of the opportunity to help staff the clinics. It will be the only opportunity to see a clinic “in action” and a unique learning opportunity.

The following is a list of roles that we have identified for clinic staffing: (the number in parenthesis indicated how many local health department personnel will be needed for each clinic)

Clinic Worker Position Summaries

- Vaccinator Helpers. These positions will be staffed by **vaccinated** health department **nurses**. These personnel will have the opportunity to learn the vaccination process and may serve as vaccinators at future clinics (3).
- Greeters - Orientation and paperwork. Personnel will greet and conduct initial orientation to vaccinees upon their arrival. They will ensure that personnel are on the access list for the clinic (1).
- Registration. Registration staff will distribute informational material and clinic documents; explain how to complete the documents and answer questions. They will check the forms for completeness and accuracy prior to the vaccinee moving to the screening station (1).
- Clinic Flow. Personnel will assist vaccinees with the clinic process and ensure that they are moving through the stations in the correct order (4).
- Forms Collection. Staff will collect the forms from recipients before departure and verify that the forms are signed by the vaccination team, and have the lot numbers entered on the appropriate documents (1).
- Medical Screeners. Licensed Medical Professionals will go over the patient history forms with the potential vaccinees. They will call the physician on call with any questions about contraindications or if the vaccinee wishes to speak to a physician. The nurses will go over common reactions to the vaccine and answer any remaining questions that the vaccinee may have. LHD personnel will be trained “on the job with the KDHE counterparts. Personnel who intend to work as medical screeners should plan to attend one of the regional training meetings to be conducted in February (3).
- Data Entry. Staff will enter data specific to the vaccination event. The data will be entered directly into an access database. **Training will be conducted in**

Topeka on the 19th of February. Any individual who will work in the data entry position must be trained prior to their clinic assignment, and are strongly encouraged to attend the training in Topeka. If you register to do data entry, you will be contacted by Mary Rapp and provided the details of the training location and time. If you are unable to attend the Topeka training, we will arrange an alternate training opportunity prior to your clinic assignment. Personnel will use laptop computers that have all of the necessary software loaded on them. It is expected that it will take 5 to 10 minutes to enter the necessary data for each vaccinee (2).

Number of Personnel needed for each clinic site

Position	Type	Total Number Needed	Number provided by KDHE	Number Needed from Local Health Departments
Vaccinator	Vaccinated (Pre-event) Public Health Nurses	3	3	0
Vaccinator Helper	Public Health Nurses who are vaccinated and will serve as vaccinators in future clinics	3	0	3
Greeters	Administrative	2	1	1
Registration	Administrative	2	1	1
Medical Screening	Public Health Nurse	6	3	3
Forms Collection and Exit Review	Administrative	2	1	1
Clinic Flow	Administrative	4	0	4
Medical Doctor	MD	1 (on-call)	1	0
Data Entry	Clerical	3	1	2
Clinic Manager	KDHE IMM	1	1	0
Supply Manager	KDHE BT	1	1	0
Total		28	13	15

Training

Local health department personnel who elect to work in the clinics will be provided “read ahead” materials so that they can be familiar with clinic management and operations. On the day of the clinic, KDHE will provide a one-hour training to all clinic staff on the various roles and how the clinic operates. Clinic personnel will also be trained by their KDHE “partners” immediately prior to and during the actual clinic operations.

Phase I Smallpox Clinic Registration Form

This form needs to be completed by *each individual* who volunteers to work in the Pre-Event Vaccination Clinics

1. Name (as it appears on Government Issued Photo ID):

2. Job Title

3. Employer: (KDHE or LHD) County:

4. Credentials: (Circle Any that apply)

RN **ARNP**

LPN **MD**

PA **MPH**

Other: _____

5. Clinics that you are volunteering to work:

(Draw an X in front of any clinic date that you **Can NOT participate in** – Choose other clinic dates by placing a number next to the clinic indicating your preferences)

Topeka	___ Feb 25	___ Feb 26	___ Mar 18	___ Mar 19
Wichita	___ Mar 4	___ Mar 5	___ Mar 25	___ Mar 26
Kansas City	___ Feb 28	___ Mar 21		
Overland Park	___ Mar 6	___ Mar 27		
Garden City	___ Mar 11	___ April 1		
Great Bend	___ Mar 12	___ April 2		
McPherson	___ Mar 13	___ April 3		
Parsons	___ Feb 27	___ March 20		

6. Vaccination Status:

Check One:

___ Not previously vaccinated
Will be vaccinated PH I

___ Not previously vaccinated
Will NOT be vac PH I

___ Previously vaccinated
Will be vaccinated PH I

___ Previously vaccinated
Will NOT be vac PH I

7. If you will be vaccinated in Phase I – at which clinic will you be vaccinated? (See # 5 above)

8. Contact Information

Phone (day) _____ E-Mail address: _____

Mailing address: _____

City: _____ **KANSAS**

Zip Code: _____

9. Which position would you prefer to staff? (Place a number by the positions, 1 for your first choice and so on. If you do not want to staff a certain position or do not qualify place an X in front of that position)

___ Vaccinator Helper (Nurse – may help with vaccinating at future clinics)

___ Greeter

___ Medical Screener (Nurse)

___ Registration

___ Data Entry (Will attend training on 2/19)

___ Data Entry (Need to schedule alternate training)

___ Clinic Flow

___ Forms Collection

KDHE ONLY: What Section do you work for?: _____ Are you Exempt? _____

Supervisor Approval: _____

Please have supervisor sign prior to submitting.

Fax this form to: Sandy Johnson, KDHE – BEDP – BT Program Fax: 785-291-3775

Phone # for any questions (785) 291-3065 sjohnso1@kdhe.state.ks.us

LHD – 1
Local Health Department Information Required for Participation in the Phase I
Smallpox Vaccination Program

County:	POC for the Pre-Event Program: Position:	Phone number of POC:
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Part I – Submit to Susan Morris by February 7, 2003

Individual who will be entering the data for Take Response:	Physician who will be the POC for any adverse events:
Position:	Position:

Contact Information for take response POC:	Contact information for Physician:
Phone:	Phone:
E-mail:	Pager or 24 Hour access #:
	E-mail:

Part II – To be completed and sent to Susan Morris by February 17, 2003

How many staff will be vaccinated from your health Department? _____	How many staff will be available to work in the vaccination clinics? _____
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LHD Staff who be vaccinated: (Use additional pages if necessary)

[illegible]

Local Health Department Checklist:

- _____ Identify the physician who be the KDHE point of contact for adverse events.
- _____ Identify staff person to record takes and enter data into KDHE system
- _____ Identify staff who volunteer to be vaccinated
- _____ Identify staff to work in vaccination clinics
- _____ Have each staff member fill out the Clinic Worker Registration form and send to KDHE (Sandy Johnson) by 10 February
- _____ Send selected personnel to training.
 - _____ Data Entry (19 Feb) Topeka or Alternate training (to be scheduled as needed)
 - _____ Physicians/Medical Screeners and Take Response personnel should attend the regional training meetings